



**STATE OF ILLINOIS**  
Executive Ethics Commission  
401 S. Spring  
William Stratton Building Room 513  
Springfield, IL 62706

<http://work.illinois.gov>

Invites applications for the position of:

**STATE PURCHASING OFFICER**

*An Equal Opportunity Employer*

**BID ID #:** 0000-267

**JOB TYPE:** Exempt

**NUMBER OF VACANCIES:** 1

**PLAN/BU:**

**SALARY**

\$4,583.33 - \$7,500.00 Monthly

**OPENING DATE:** 10/09/15

**CLOSING DATE:** 10/19/15 04:30 PM

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**

Subject to the direction of the Chief Procurement Officer (CPO), the State Purchasing Officer (SPO) represents the CPO and exercises the CPO's procurement authority at the agency level. The SPO's procurement authority is derived from the CPO and shall and must be exercised independent from direction of the agency(ies) to which the SPO is assigned. However, the fundamental role of the SPO and the procurement function, in general, is to help meet the legitimate needs of the agency through a well-run procurement organization. The SPO shall use available information and reasonable efforts to protect, safeguard, and maintain the integrity of the procurement process, including appropriate monitoring and reporting. The SPO shall generally oversee all agency procurement activities. The SPO shall ensure agency procurements are conducted: in compliance with applicable laws, rules and policies; in accordance with good procurement practices; to maximize the value to the public of expenditures for supplies, services, construction and other contracts; and in the best interest of the State of Illinois.

**MINIMUM REQUIREMENTS**

Education: Bachelor level degree from accredited college or university, preferably with courses in procurement, public administration, political science, pre-law, communications or other disciplines related to the work of the Chief Procurement Office. Equivalent degree or non-degree education, or education plus relevant professional experience may be considered.

Prefer education and training in computer science or a related field, or completion of two years of technical school in computer science or a related field.

Requires certification by the Universal Public Purchasing Certification Council as a Certified Professional Public Buyer or a Certified Public Purchasing Officer. (By law, must obtain one of these designations within 30 months of appointment.)

Experience: At least 3 years of experience in public administration, preferably with State government in general, and procurement processes specifically.  
Prefer experience with Information Technology concepts and principles, hardware, and software.

**WORK HOURS & LOCATION/AGENCY CONTACT**

Work Hours: 37 1/2 hours per week during normal business hours.

Work Location: At State agency assigned office(s) in either Sangamon County or Cook County

Work Contact:

Executive Ethics Commission

Human Resources office

401 S. Spring, William Stratton Building, Room 515

Springfield, Illinois 62706

**HOW TO APPLY**

Applicants should send the following to the address above:

- a cover letter identifying the the title of the position for which you are applying, explaining how your training, experience, and/or coursework qualify you for this position, and identifying how you learned of this position, and
- a detailed resume.

Applicants may also submit required information via email to Rebecca.Shuster@illinois.gov.

This is a non-code, 5-year term position and not subject to collective bargaining.

This position does not require a grade from Central Management Services.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

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RS